

STANDARD FORM NO. 64

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Deputy Director of Security

DATE: 31 MAR 1960

FROM : Chief, Survey Branch

SUBJECT: Features in New Building

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1. There is set forth below a list of features in the New Building, which, it is felt, will make our regulations, procedures, and security more simple to follow.

a. The installation of the Internal Telephone System will permit authorized personnel to discuss classified information and/or material through SECRET over this telephone system. Installation of this system will require revision of HB [REDACTED], Chapter II, paragraph 8 (e) which states in part that classified or controlled information or material must never be discussed over telephones or inter-office communication systems. 25X1A

b. The internal tube system for classified material through SECRET will necessitate revision of Regulation [REDACTED] including the elimination of chain envelopes and/or double wrapping; the elimination of document receipts and the discontinuance of the need for courier and messenger delivery. The Office of the General Counsel has been requested to decide on whether or not EO-10501 would permit the utilization of this system to transmit TS material within the New Headquarters Building. 25X1A

c. The installation of a classified waste chute system for material classified through SECRET [REDACTED] ties will require modification of R [REDACTED] as it pertains to the location of receptacles for depositing classified waste [REDACTED]. It is planned that two of the four chutes [REDACTED] 25X1A

d. The installation of interview booths at the main entrance will eliminate the need for visitor controls for covering unclassified contacts such as vendors, salesmen, applicants, etc., and will necessitate slight revision of HB [REDACTED] paragraph 4a. 25X1A

e. The vaults and secure areas in the New Building will allow for more open shelf filing and eliminate a need for a number of safe cabinets with the resultant maintenance of combinations and time involved in opening and closing.

DOC	8	REV DATE	15 Apr 60	BY	025251
ORIG COMP	31	OPI	31	TYPE	02
ORIG CLASS	C	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 10-2

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